



TOWN OF HUDSON

Municipal Utility Committee

Bernie Manor, Chairman

Nancy Brucker, Selectmen Liaison



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Hudson Municipal Utility Committee Meeting Minutes

Date of Meeting: August 21, 2013

Attendees:

Bernie Manor, Chairman

Jeff Rider, Vice-Chairman

Leo Bernard

Bill Abbott

Patrick Colburn, Town Engineer

Donna Staffier-Sommers, Sewer Utility Administrative Aide

Absent:

David Shaw, excused

Robert Russell

Nancy Brucker – Selectman’s Liaison

Valerie Marquez, Water Utility Clerk

The monthly meeting of the Town of Hudson Municipal Utility Committee was held Wednesday, August 21, 2013, at 5:08 pm, in the main meeting room of the Town of Hudson at Town Hall. Secretarial duties were provided by Donna Staffier-Sommers.

1. Acceptance of Minutes

The minutes of the July 17, 2013 Municipal Utility Committee meeting were read and approved with minor corrections. (Member absences should be noted as excused if we are notified). A motion was made by Leo Bernard to “accept the meeting minutes for meeting dated July 17, 2013 as corrected.” Bill Abbott seconded. The motion carried with Jeff abstaining.

2. Financial Status – Water Utility

Patrick suggests that the Committee have a separate meeting to discuss water items only. There are lots of water issues to review in addition to updating the master plan and establishing a capital improvement plan. The scope of construction has to be reviewed, along with a look at

the current water rate and how the improvements will be funded. The Committee will work with Patrick to set up a workshop meeting date.

- A. The Treasurer's report through June 30, 2013 was reviewed by the Committee.
- B. The Expenditure report through July 31, 2013 was reviewed by the Committee. It was noted that some of the lines are high because of open P.O.'s written to individual vendors covering anticipated invoices for them throughout the year.
- C. The Revenue report dated July 31, 2013 was reviewed by the Committee.
- D. The Pennichuck Water Works operation reports for May & June 2013 were reviewed. Patrick asked the Committee to send him some suggestions on how these reports can be improved.

3. Old Business- Water Utility

- A. The Water Utility updated policy and Municipal Utility Committee draft by laws discussion were tabled to the next meeting.

4. New Business – Water Utility

- A. Patrick informed the Committee that the flow test for the sprinkler system was done at the Senior/Cable building. The service from Kimball Hill Rd is not suitable for the building so it will be tied into the Windham Rd. booster station.

The Windham Rd. booster station needs to be updated per recommendation by Pennichuck. Nothing has been done since the 80's. Patrick plans to do a walk through with Pennichuck and Weston & Sampson.

Pat also informed the Committee that the Route 102 booster station and water main are underway by Continental. Patrick recently approved the design and it satisfied Hudson Fire. This is anticipated to be completed in October.

5. Financial Status – Sewer Utility

- A. The Treasurer's report through June 30, 2013 was reviewed by the Committee.
- B. The Expenditure report though July 31, 2013 was reviewed.
- C. The Revenue report through July 31, 2013 was reviewed.

Bill Abbott provided a financial report bar chart for the Committee and it was reviewed. The Committee finds this helpful and asked Bill to continue with their thanks. He plans to create one for the Water Utility as he accumulates data.

6. Old Business – Sewer Utility

- A. Balance of capacity – 38,865 gpd.

7. New Business – Sewer Utility

- A. Sewer and water acceptances were presented for Cricketfield Lane, units 1-31. This development will have public water and a private sewer line.

Jeff Rider made motion “to authorize the Chairman to sign the sewer and water acceptances for Cricketfield Lane, units 1-31.” Leo Bernard seconded. Motion carried.

B.

- 1) Abatement S-UTL-14-01 – Wright - 20 Jump Lane M/L 177-040

Late filing of an auxiliary meter card used to record outside water use. Request abatement of \$29.76 (25 x 1.1905).

Jeff Rider moved “to recommend Selectmen approve abatement S-UTL-14-01”
Seconded by Bill Abbott. Motion carried.

- 2) Abatement S-UTL-14-02 - Brown – 28 Robin Drive M/L 157-059

Late filing of an auxiliary meter card used to record outside water use. Request abatement of \$50.00 (42 x 1.1905).

Bill Abbott moved “to recommend Selectmen approve abatement S-UTL-14-02”
Seconded by Jeff Rider. Motion carried.

- 3) Abatement S-UTL-14-03 –Town/Mearls/Krawczyk – 41 Quail Run Dr. 216-018-031

Request abatement of the \$18.50 impending lien fee. Property ownership was not updated in our property or sewer records after being sold. New owner did not receive bills or notices regarding the lien process.

Bill Abbott moved “to recommend Selectmen approve abatement S-UTL-14-03”.
Motion carried.

8. Other

A. Water Utility Ordinances 04-03 and 04-05 to be reviewed at the next meeting.

9. Closing Remarks

- Jeff remarked about what a great idea it was to add “please bring your copies of the Water Utilities updated policies” note on the agenda. Thanks to Valerie.
- Donna reminded the Committee that we will be discussing the budgets at the next meeting.

Bernie Manor adjourned the meeting at 6:06pm. The next meeting is scheduled for September 18, 2013.

Donna Staffier-Sommers
Sewer Utility Administrative Aide